

New Hampshire Employment Database

Frequently Asked Questions

2018

What is billable under He-M 518? Does transportation count?

- Employment services include transportation to and from work, with a staff person. The NH Home and Community Based Services (HCBS) 1915 C Waiver for individuals with Developmental Disabilities limits transportation services to \$5,000 annually.

If a vendor agency changes, will the incoming vendor agency be able to view the data that was entered by the outgoing agency?

- Yes, the data is client centric.

How do you add a new person?

- A vendor contacts the Area Agency (AA) and requests the person be added to their list.

How do you add someone that you took off?

- A vendor contacts the AA and requests the person be removed.

About how long after the data is uploaded, when is report done?

- The report is done within 1 month of the quarterly due date. Quarterly dues dates are: 9/30 – 12/31 – 3/31 – 6/30

How do we report on people who “do not want to work” for any reason, such as losing the benefits or their parents who will not let them work?

- This could be entered in the Goals section. This section is not being used now, and is not incorporated in any reports. The system was not really designed to handle this situation in any way besides to have the persons’ goal be not to work. We can brainstorm a better solution and enhance the system if there is funding for this.

If the person is only getting service coordination and no day services, who is responsible for tracking their employment services if they are receiving services through Vocational Rehabilitation (VR)?

- The individual’s Service Coordinator should be aware of the enrollment in VR services, and responsible for monitoring and gathering employment status data on a quarterly basis (new hires, modifications to wages and hours, termination in employment).

Under job coach hours, how are we documenting them?

- You are to document them per week.

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Do we include pick up / drop off when documenting job coaching hours?

- Please refer to the service agreement.

What is a job share? Is it when 2 people share the same job?

- A job share is when the hours or responsibilities for a job are divided between two or more people. This can be used to customize the tasks for the employees according to their strengths and qualifications or to accommodate desired work schedules. When used appropriately, a job share is a win-win in that it fulfills the occupational interests of each individual employee as well as the needs of the employer. When used inappropriately it creates an appearance of an enclave situation or reduces hours or responsibilities that might otherwise be desirable for full-time employment.

For Project SEARCH, how do we categorize the individual?

- This would be considered an unpaid internship.

Can we further define self-employment? What is it?

- Self-employment is when the individual owns his/her own business or when their self-employment income is being reported on their taxes.

Will this database ever be linked to HRST?

- This is not currently being planned.

What is the minimum necessary information that we are required to enter into the database?

- **Employment tab:** All hourly employment, self-employment, and volunteer positions. All fields applicable to the position are required.

Right now, none of the other tabs are required (except of course the Vendor Assign tab, if you're an AA and need to assign a vendor).